










SITE RULES

All Exhibitors or Contractors working on site during the Construction phase (Build-up) and Dismantling phase (Breakdown) must adhere to the site rules below.

	No Unauthorised Access. Children under the age of 16 will not be permitted.
	No smoking in exhibition halls or marked outside areas.
	Drinking of alcohol onsite during the build up and breakdown phase is forbidden. The taking of illegal drugs is strictly forbidden at all times.
	Site speed limit of 5mph must be adhered to at all times.
	PPE including high visibility clothing and safety footwear must be worn by all personnel onsite during the build up and breakdown. Open toed shoes will not be permitted.
	Hard hats must be worn in designated areas where overhead work taking place.
	A permit to work is required before any hot working commences.
	Machine and tool guards must always be used. Non-guarded machinery will not be permitted to be used, and non-guarded tools will be confiscated.
	Emergency Gangways and fire exits must be kept clear at all times.
	Practice good respiratory hygiene and regularly wash your hands.
	Trailing cables must be minimised wherever possible. Where they are required, they must be clearly identified and used for the minimum time possible.
	All temporary scaffold towers must be correctly built in line with manufacturer's instructions and persons erecting must be suitably trained and competent.
	All working at height must be planned to minimise risks involved so far as is reasonably practicable.
	All Accidents, Incidents and near misses must be reported immediately to the Organisers office located on the grand gallery. Telephone number +44 207 598 6510

Site Warnings:

	Caution – Slip & Trip Hazards
	Caution – Forklift trucks will be operating
	Caution – Crane operations & overhead working in designated areas
	Caution – Vehicle movement
	Caution – Working at height, danger of falling
	Caution – Live electrical installations
	Caution – Guard dogs on patrol
	CCTV in operation
	Unsafe working practices will not be tolerated. Work will ultimately be stopped, and persons involved escorted offsite if practice or issue is not rectified.

Useful information:

	The Olympia Medical Room will now be unmanned. If you require First Aid assistance, please contact the Olympia London control room on ext. 2666 or 0207 598 2666 for all Medical Emergencies. A qualified First Aider will be either dispatched to the First Aid room or directly to any accident area if required
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- All vehicles requiring access to the halls must ensure they have booked an unloading/loading slot through the online Voyage Control System. When arriving onsite vehicles must report to the traffic office.
- Access **passes** for individuals to the site will be with **wristbands** issued onsite by the security team. Contractors should 'check in' to site each day using a mobile device to scan a QR code. This is to assist us with monitoring capacity in the hall during build and breakdown.
- There are cafes/restaurant within the venue and within close vicinity of the venue.
- There are permanent **toilet facilities** available within the hall.
- Drinking water will be available from the Organisers Office / catering outlets around the venue.

